



PROJECT COORDINATOR



ABOUT US

RHA ENERGY PARTNERS is a Hawaii-based energy services company focused on identifying and implementing comprehensive and innovative energy-related turnkey solutions for our public and private sector clients. Our mission is to PARTNER with our clients to identify and implement energy solutions that positively impact our clients, our community, and our 'āina.

RHA Energy Partners is seeking a Project Coordinator to join our growing Team to support our project development Team (consisting of engineers, project managers, construction managers, and administrative staff). We are seeking highly motivated professionals committed to making Hawai'i a better place to work and live.

Projects are currently all Hawaii-based and include government and private sector clients spanning multiple market sectors including commercial real estate, healthcare, K-12 schools, universities, financial banking, water and wastewater municipalities, and hotel and hospitality.



RESPONSIBILITIES

- Assist with project coordination of various energy efficiency, renewable energy, and sustainability engineering and construction related projects statewide.
- Organizing and coordinating various components of a project to ensure its success. Monitoring daily tasks, project action items, and communication, scheduling, creating reports and updates for the project manager and other members of the project team. Self-starter and quick learner that can juggle multiple projects and tasks at a time on a daily basis.

Description of Duties

Duties shall include those described below, but are not limited to:

- Monitors and coordinates deliverables for the internal project team and external sub-consultants.
- Coordinates the daily/weekly progress of projects.
- Checks project team members invoiced amounts match approved fees.
- Attends meetings and generates meeting minutes.
- Organizes, assembles, orders reproductions, and makes project and permit submittals.
- Provides updates to project managers, project team members, sub-consultants, or clients.
- Ensures that project team members have the project logistics and resources required to complete assigned tasks.
- Organizes and compiles Basis of Design, specifications, calculations, reports, and tracks project fee expenditures.
- Organizes and schedules meetings/webcasts with internal Team, sub-consultants, Clients and sub-consultants.
- Organizes project logistics.
- Assists with base pass and security access requirements.
- Assists Admin Staff with pre-design regulatory documentation.
- Organizes and coordinates Services during Bidding and post-Contract Administrative Services: substitution requests; pre-bid RFI responses; VE implementation; addenda; tracks shop drawing submittals, RFI responses, OAC meetings; and agency reviews of post contract changes.



PROJECT COORDINATOR



SKILLS & CAPABILITIES

- Ability to work well with people.
- Has independent judgement to plan, prioritize and organize diversified workload.
- Time management and initiative.
- Excellent communicator and organizer.
- Experience in design and or construction project management or coordination in a technical environment preferred.
- Experience in A/E/C industry preferred.
- Proficiency with office equipment, standard software (MS Office, Excel, Word, Outlook, Adobe) and desktop publishing.
- Demonstrates integrity and honesty to handle confidential documents.
- Ability to manage multiple ongoing tasks and achieve deadlines under pressure.

JOIN OUR TEAM

RHA ENERGY PARTNERS is on the forefront of positively impacting Hawaii's energy landscape. We offer a rewarding and collaborative environment and are seeking individuals that want to make a difference.

Salary shall be commensurate with experience. In addition to RHA Energy Partners employee benefits, employees are also eligible for RHA Holdings Inc. employee benefits including a 401(K) profit-sharing plan and Employee Stock Option Program (ESOP) benefits upon eligibility.

If you are interested in this opportunity, please email a letter of interest and resume to joinus@rhaenergy.com.